



Office of the City Clerk

Weekly Report – for Week Ending April 17, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City/County Election Partnerships:

City/County Elections Task Force 2020 - As a result of the passing of Charter Amendment 1 and 2 which aligns the City's elections with the County's election dates beginning in 2020, the City Clerk and Executive Officer met with the County Registrar-Recorder to begin the first steps in establishing a joint task force to implement changes.

Voting System Assessment Project (VSAP) - The City Clerk and Executive Officer attended the County's quarterly VSAP Advisory Committee meeting. Progress updates and key findings of voter preferences studies were presented with a demonstration of a prototype of a new polling place touchscreen voting system. The development of a new system will enable the County to conduct the City's elections by 2020.

City Primary/General 2015 Elections:

The Election Day Supply Dispatching and Tracking application has been nominated for a Mayor's Civic Innovation Award. The application has improved efficiency for supply and equipment replacement on Election Day. Comparing the tracking results from the first full use election and the prior election we see a 50% increase in closed trouble calls and a 30% decrease in the number of delivery trucks used. The Los Angeles County requested to see a demonstration of the application.

Poll worker paychecks for the March election were mailed on April 13 and 14. The remaining City Employee Poll Worker paychecks were mailed on April 15.

Vote-By-Mail (VBM) ballots for the May 19, 2015 General Election were mailed to overseas voters. VBM ballots for permanent VBM voters will be mailed on April 20th.

In-House Elections

Election for Department of Water and Power Active Employee Member - The election was held on April 7, 2015. Approximately 1,099 ballots were tallied on April 9, 2015. The division furnished the official certification to the board on April 15.

Election for Los Angeles City Employee Retirement System Retired Members - The tally was conducted on April 14. Of the 13,839 ballots mailed, 3,369 ballots were cast resulting in a 24% voter turnout. The official certification will be released by April 24, 2015.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	1/4
Number of Notices/Publications	10
Number of Contracts Attested	36
Number of Council Files Created	65
Number of Claims Received	116*
Number of Referrals	32
Number of Council Meetings	1
Number of Committee Meetings	7

TOP ITEMS

- ***Microfilm Conversion of Council Minutes Completed Ahead of Schedule - Now Online Dating Back to 1881***
- ***Certification of the DWP Active Employee Member Election***
- ***LACERS Election Tally Conducted***



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Novus Electronic Document Submission - 822 documents have been submitted electronically from 30 city departments since implementing the ability to submit reports electronically to the City Clerk.

Electronic Claim for Damages form - Of the 116 claims received this past week, 58% or 67 claims were submitted electronically.

Medical Marijuana Public Records Request - A public records request for information on more than 600 medical marijuana collectives was completed. Through a significant team effort we were able to accomplish this without the need for overtime. The requestor was sent an electronic file that was over 1Gibabyte in size. The electronic file will be leveraged to reduce the time and effort required in responding to future similar requests.

Microfilm Conversion of City Council Minutes - The last 14 reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to July 3rd, 1881. This project is now completed. This project was completed significantly ahead of the projected 4 year schedule.

Records Destruction - Lists were prepared for three departments of 95 boxes of records in the City Records Center that are eligible for destruction. 37 departments have been notified this calendar year. Reports and notifications will continue to be assembled.

Significant Records Research - The Division responded to public records requests regarding the City's coyote management plan and regarding the Police Department's records retention schedules. The Division also assisted a researcher investigating City landfills.

Electronic Claims Form - City Attorney indicated that their CityLaw system will have a web front-end to accept claims against the city. The system is expected to be ready in late May and could replace the current online form that is provided by City Clerk.

Fiscal - Staff processed transfers and invoice payments for various Council controlled trust funds;; requested the City Controller to establish a new City Health Commission Trust Fund; finalized all Mid-Year FSR transfers; and commenced working on special fund invoices for the Mayor's Office to reimburse the General Fund.

AB1290/Council - Staff received one (1) new allocation request; has nine (9) contracts in process; has five (5) contract closeouts in process; processed two (2) payments; closed two (2) contracts; and executed two (2) contracts.

General City Purposes - Staff reviewed four (4) GCP allocation requests; processed three (3) invoices for payment; drafted one (1) contract; and executed one (1) contract.

Personnel - Finalized the "Leaving Office" presentation materials for Council Offices 4 and 8.

ISSUES

Council Agenda Builder System (CABS) - The problem with the e-signature being stripped off from PDF file format has been resolved with updated software. Departments have been notified and may continue uploading files with embedded e-signatures.

UPCOMING. . . .

Council Recess - Council will be in recess on Friday, April 24, 2015

Minimum Wage - Economic Development Committee to resume hearings on raising minimum wage on April 27, 2015.

Budget Hearings - Budget hearings on the Mayor's Proposed Budget begin Tuesday, April 28, 2015.